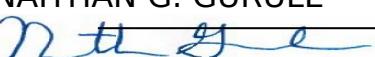


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|  | LOS LUNAS POLICE DEPARTMENT | | |
| | OPERATIONS | NUMBER: OPR.16.01(D) | EFFECTIVE DATE: May 12, 2015 |
| | SUBJECT: Internship/ Volunteer Program | | REVIEW DATE: August 18, 2015 |
| | AMENDS/ SUPERSEDES: | NMSA: | |
| NMMLEPSC STANDARDS: | APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature | | |

I. PURPOSE:

This policy establishes this department's position on the utility and management of its intern and volunteer program and provides guidance on its management and administration.

II. POLICY STATEMENT:

The Los Lunas Police Department realizes that interns and volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. In addition, interns and volunteers can bring new skills and expertise to the job and prompt new enthusiasm. It is the policy of this police department to use qualified interns and volunteers for specified tasks that can create efficiencies for the department and improve services to the community. The department encourages interns and volunteer workers to seek assistance with our department in order for them to further their experience in the field of law enforcement and also to supplement their educational opportunities. Interns and volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. This policy outlines certain rules and regulations interns and volunteers will abide by if chosen to participate in the Internship / volunteer program.

III. DEFINITIONS:

Intern / Volunteer:

Someone who performs service for the department without promise, expectation, or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns,

persons providing administrative support, and youth involved in a Law Enforcement Explorer Program, among others.

IV. PROCEDURES/ SCREENING:

- A. All interns and volunteers shall submit a letter of interest to the Chief of Police stating their reasons for the internship program.
- B. All outside agencies or organizations will submit a letter to the Chief of Police explaining their program and the reason they are sending referrals for experience to the Los Lunas Police Department.
- C. All prospective interns and volunteers will fill out an application form.
- D. Interns / volunteers will be screened through NCIC computer based background checks, referrals and personal history information gained through their applications.
- E. All interns / volunteers will be selected through an interview process by a panel chosen by the Chief of Police or his designee.
- F. Recommendations for interns / volunteers will be forwarded to the Chief for approval or disqualification.
- G. Interns and volunteers shall be placed only in job assignments or programs that are consistent with their knowledge skills, abilities, and the needs of the department.

V. POSITION DESCRIPTION:

- A. Interns and volunteers will be provided a job description describing their job duties and responsibilities.
- B. Position descriptions will be reviewed periodically to insure they are accurately reflecting their duties and responsibilities.

VI. TRAINING:

- A. Interns will be provided with an orientation by their assigned supervisor to acquaint them with the department's rules, regulations, procedures and expectations.
- B. Training shall reinforce to interns and volunteers that they may not intentionally represent themselves as, or by omission infer that they are, sworn officers or other full-time members of the department. They shall always represent themselves as interns or volunteers.
- C. All interns and volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the department.

VII. FITNESS FOR DUTY:

- A. No intern or volunteer shall report to work or be on duty when his / her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.
- B. Interns and volunteers shall report to their assigned supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to; driver's license status, medical condition, arrests, criminal investigations.

VIII. DRESS CODE:

- A. Interns and volunteers shall conform to department-approved dress consistent with their duty assignment.

IX. CONFIDENTIALITY:

- A. Unless otherwise directed by their supervisor or departmental policy, all police information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy after being reviewed and approved by the Chief of Police or his designee.
- B. Each Intern and volunteer shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or, publications, release or divulge any information concerning the activities of the agency,

or maintain that they represent the agency in such matters without the permission from the Chief of Police or his designee.

X. PROPERTY AND EQUIPMENT:

- A. Any equipment or property issued to the intern or volunteer shall remain the property of the Los Lunas Police Department and shall be returned at the conclusion of their service.

XI. DISCIPLINARY PROCEDURES / TERMINATION

- A. An intern or volunteer may be removed from the program at the discretion of the Chief of Police or his designee. Terminations shall not be subject to due process considerations and interns / volunteers shall have no property interests in their continued employment.

XII. FRATERNIZATION:

- A. All interns and volunteers that are chosen to perform service for the department will refrain from any type of behavior that can be interpreted as fraternization with police department employees or coworkers. This includes, but is not limited to; extended conversations, in person or on the phone, leaving your work station for visits, other than official business, emailing or passing written notes to employees other than for official business purposes, accepting invitations for lunch or breaks with employees. If interns or volunteers are approached and feel they are being fraternized by employees, they will immediately notify their supervisor.

XIII. DURATION OF SERVICE:

- A. Interns and volunteers that are selected to the program will begin on the date approved by the Chief of Police or his designee and the internship / volunteers work shall not exceed 6 months from the day they start work, unless the Chief of Police or designee agree to a longer internship not to exceed one year.